

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-10 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** 19 July 2006

LAST DATE FOR FILING APPLICATION IS: 9 August 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

<input checked="" type="checkbox"/> Architect	<input type="checkbox"/> Engineer
<input checked="" type="checkbox"/> Architect/Engineer (A/E)	<input type="checkbox"/> Other:

PROJECT NUMBER: **MIL0702 ST1**

PROJECT TITLE: **Massachusetts National Guard Armory, Military Museum and Archives Renovation**

PROJECT LOCATION: **Salisbury Street, Worcester**

APPROPRIATION SOURCE: **MAARNG Maintenance & Repair Account**

AVAILABLE AMOUNT: **\$1.3 million**

ESTIMATED CONSTRUCTION COST: **To be determined by study**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

<input checked="" type="checkbox"/> Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, () §38G(a)	<u>250,000</u>	dollars
<input type="checkbox"/> Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, () §38G(a), based on the approved estimated construction cost in the certified study.	<u> </u>	per cent

IMMEDIATE SERVICES AUTHORIZED:

☒ CERTIFIABLE BUILDING STUDY
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☒ OTHER: FACILITY MASTER PLAN
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As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

☒ SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
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☒ DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
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☒ CONSTRUCTION PLANS AND SPECIFICATIONS
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☒ ADMINISTRATION OF CONSTRUCTION CONTRACT
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☐ OTHER:
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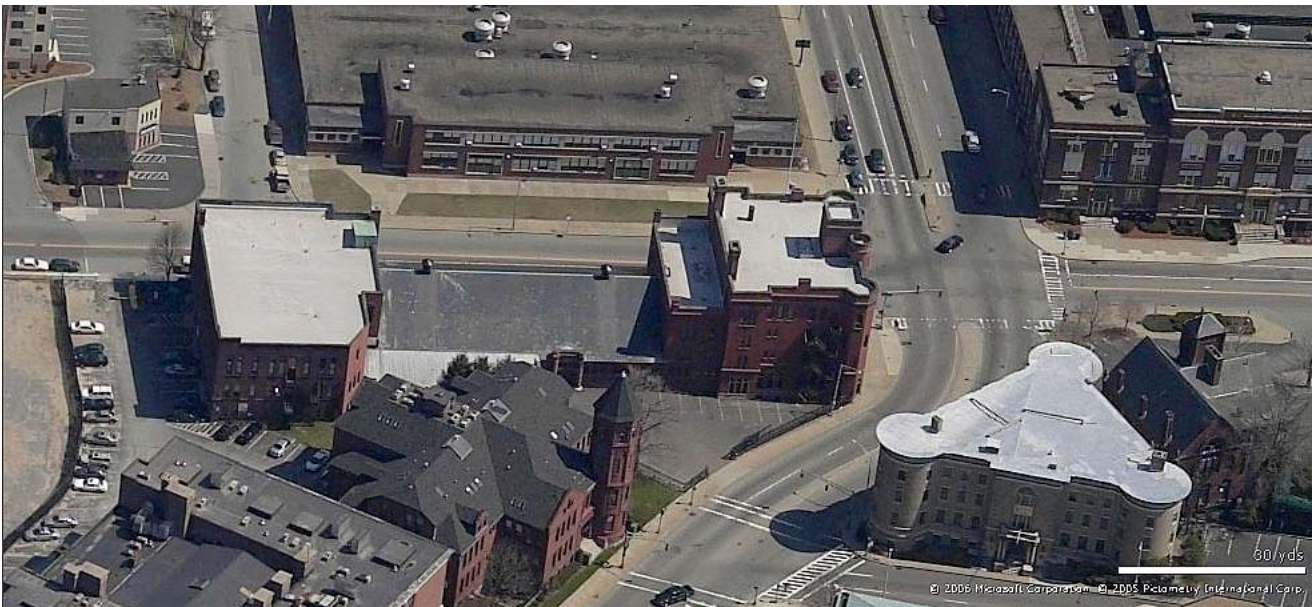
MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:



http://www.mass.gov/guard/Museum/Museum_Home.htm

The Salisbury Street Armory

The armory is located at 44 Salisbury St. in Worcester, MA, near the Worcester Polytechnic Campus. The original building was designed by Fuller and Delano and completed in 1890. The original 40,000 GSF structure consisted of a four-story brick “head house,” an attached drill shed, and a basement level with rifle range below both. A three-story

annex originally containing a garage and two floors of training and administrative space was added to the drill shed in 1907. Both the head house and the annex have flat roofs; the pitched drill hall roof is slate with copper flashing. The total size of all three connected structures is 78,600 gross square feet; the lot is 30,000 SF.

The four-story head house has a approximately symmetrical plan on the first three stories: a wide double staircase leading from and to a central hallways and two large (typically about 30' x 30'), oak-paneled, high-ceilinged meeting rooms at the front of the building connected to a number of smaller spaces towards the back. A single staircase to the fourth floor leads to a similar set of rooms. The drill shed connects to the head house at the first floor, and the basement runs under both structures. Access to the annex, which is leased by the Massachusetts Veterans' Shelter, is currently blocked from the drill shed and basement.

The armory has suffered from years of hard use and deferred maintenance. Recent improvements have included roof repairs, window replacement, and a new fire suppression system. Concerns remain about the building's structural capacity for current uses, its antique heating and plumbing systems, the lack of climate control for documents, and water penetration in the basement.

The Massachusetts National Guard Military Museum and Archives

The armory has been the home of the Massachusetts National Guard Military Museum and Archives (MMA) since 1995. The Museum is on the first two floors of the head house and in the drill shed; the Archives are the third floor. The fourth floor is unused.

The MMA holds and displays the material culture and documents of the Massachusetts National Guard, which dates back to 1636. The most significant documents relate to units of the Massachusetts Volunteer regiments that fought in the Civil War. Archival holdings also include the archives of the Office of the Adjutant General and the military records of Massachusetts soldiers, sailors, marines, militiamen and National Guardsmen from 1775-1940. The museum is open to the public four days a week, and the archival material is available on request from the MMA staff.

The MMA wishes to reorganize, improve, and modernize both its exhibit and display capabilities and archival storage and retrieval systems as part of a phased program of capital improvements for the Salisbury St. Armory.

Scope of Work

The master plan will include the following tasks:

Work Plan (5% of fee)

- Attend "A" (Administrative) Conference with DCAM staff
- Review available information on the Salisbury St. Armory; develop and present draft Work Plan process and products for discussion and refinement at "B" Conference with DCAM and MAARNG
- Revise Work Plan and submit, with proposed schedule of delivery and payment, for DCAM review. DCAM approval of Approved Work Plan will constitute authorization to proceed with remaining tasks.

Products: "A" Conference meeting record, draft and revised Work Plans as required for "B" Conference presentation and DCAM approval.

Maintenance and Repair Program

- Review NGB standards and regulations for authorized uses.
- Review existing drawings and studies of the Salisbury St. Armory provided by MAARNG and DCAM.
- Perform visual survey, document, and evaluate the building's structural systems, roof systems, exterior closure and finishes, exterior and interior drainage and waterproofing, interior finishes, and MEP and fire protection systems. Testing and measured drawings, if required, will be authorized by DCAM as an extra service.
- Recommend a prioritized program of maintenance and repair with preliminary cost estimates for all work required to:
 - Stabilize and preserve the exterior and interior integrity and historic value of the building
 - Comply with all applicable Life Safety, ADA, and other relevant codes for existing uses

Archives Management, Preservation, and Public Access Plan

- Survey and analyze existing MMA collection identification, indexing, storage, and retrieval processes against best practices and NARA and NGB archival requirements.
- Develop strategic planning options to manage, preserve, and facilitate access and use of MAA artifacts and records to include:
 - Identification, indexing, preservation, storage, retrieval needs and requirements.

- Evaluate long-term data preservation options including digital imaging.
- Address the establishment of a MMA web-site and “cyber archives ” to facilitate public access.
- Identify collaborative or cooperative efforts with local/regional schools, universities, archives, or private institutions to facilitate preservation and public access.
- Identify possible funding streams including public (NARA-NHPRC, MHC) and private grants.

Military Museum and Archives Master Plan

- Survey existing museum collection, activities and users
- Interview museum staff; develop and document museum mission statement as a basis for planning
- Develop and present strategic capital investment options including operating and capital budgets, funding sources and funding strategies for both museum and archive functions
- Develop and present conceptual site and architectural plans and preliminary cost estimates for the preferred strategic option

Implementation Plan and Final Report

- Develop phased and coordinated implementation options for the preferred programs of maintenance, repair and MMA capital improvements for DCAM/MAARNG review
- Prepare a draft report documenting all phases of the planning process, including existing conditions, maintenance and repair strategy, archive management plan, museum mission and strategic options, preferred investment strategy, costs, and implementation plan for DCAM/MAARNG review; prepare final report.

Certifiable Study

A certifiable building study for the first phase of MMA capital improvements identified in the Implementation Plan is included in the fee and will be authorized if design and construction funding is available. The study will meet all DCAM requirements including pre-schematic designs, architectural and systems narratives, room data sheets, and final cost estimates.

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer’s Services–Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

Design Contract

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Form C-2 Contract for Designer’s Services, or its successor, without revisions or modifications.

DCAM Procedures

The designer will follow the procedures established in DCAM’s Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

Construction Specifications

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

PMAS

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Sustainable Design

DCAM has set a goal of LEED Silver (<http://www.usgbc.org/>) for this project. The consultant will include in the final study an analysis of the potential LEED Silver Certification for the renovation option, modernization or new construction,

per C. 164 §331 of the Act of 1997 and DCAM's "Sustainable Design Building Guide." This analysis, including detailed cost estimates, will identify and recommend energy efficient alternatives and the use of resources efficient materials for consideration as part of the final design. Any and all of these alternatives may be incorporated as part of the final design and will be considered as part of the base fee. However, if DCAM determines that LEED certification will be pursued, the certification process will be considered an extra service in the design and construction phase of the project.

Universal Design

In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/aab/aab_regs.htm), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf>.

Building Commissioning

DCAM may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

CM at Risk

The construction of this project may be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

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| 1. Architect (as prime) | 6. Structural Engineer |
| 2. Museum Planner | 7. Civil Engineer |
| 3. Archivist | 8. Specifications Writer (independent consultant required) |
| 4. Mechanical Engineer (HVAC, Plumbing, Fire Protection) | 9. Cost Estimator (independent consultant required) |
| 5. Electrical Engineer | |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

1. Museum planning and design
2. Archive planning and design
3. Repair and restoration of historic buildings of a similar period, design, and construction (required for architect)
4. Modernization of MEP systems in historic buildings of a similar period, design, and construction (preferred for MEP Engineers)

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html. If you or any of your sub-consultants use other forms, or don't follow the instructions, or deliver it to the DSB Office after the deadline, your application will be rejected.